

April 15, 2021

Dear Prospective Offeror:

SUBJECT: Solicitation Number 19UP3021Q0009 for Diplomatic Pouch and Mail Services

The U.S. Embassy Kyiv invites you to submit a quotation for diplomatic pouch and mail services. Detailed information is provided in the attached Request for Quotation.

Your quotation must be submitted **by e-mail on or before 17:00 April 30, 2021** to [KyivSolicitations@state.gov](mailto:KyivSolicitations@state.gov) with subject line “Diplomatic Pouch and Mail Services (19UP3021Q0009)”. No quotations will be accepted after this time. Note that if you are going to submit your quotation in archive folder, only ZIP-format should be used.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449
2. Section 1, Pricing
3. Section 5, Representations and Certifications
4. Additional information as required in Section 3.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Direct any questions regarding this solicitation by e-mail [KyivSolicitations@state.gov](mailto:KyivSolicitations@state.gov) during regular business hours. Deadline for acceptance of questions is 17:00 April 20, 2021.

Sincerely,

Charles Specht  
Contracting Officer  
U.S. Embassy Kyiv